



DATE ISSUED: 04/07
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Manager, Accounting

JOB SUMMARY

Performs highly professional tasks in the area of accounting control and reporting. Requires an in-depth knowledge of principles and practices within a specific area of higher education accounting. Work is substantially complex and varied. Independent thought and judgement is required as well as personal initiative in completing required and assigned tasks. Worked is performed under the general supervision of the Associate Vice President, Controller through normal auditing procedures and other internal controls and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Associate Controller

Supervises: May lead a team of Accountants for assigned projects.

PRIMARY DUTIES - May include, but not limited to the following:

Maintains accounting records utilizing the University accounting system.
Performs general ledger account maintenance.
Audits accounts for accuracy and compliance with University, State, and Federal entities.
Performs high volume, critical reconciliations for accounts which directly impact University financial operations.
Provides accountability for outstanding items and is responsible for resolving outstanding issues in a timely manner.
Manages the University's cash flow to insure minimization of cash on hand.
Executes payment instructions to meet daily account funding requirements.
Establishes and manages University petty cash and cash advance procedures.
Prepares and/or approves and posts journal entries to the general ledger.
Provides assistance to University employees in handling financial operating issues.

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Prepares routine and specialized financial reports.
Prepares tax returns and other reports required for statutory compliance.
Assists in the compilation and reporting of information in the annual financial report.
Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

Performs a variety of clerical tasks, such as filing, proofreading, and preparing correspondence. Performs other duties as requested.

EDUCATION

Bachelor's degree in accounting or related area with an emphasis in accounting. Graduate courses preferred. Additional job-related experience may substitute for the required degree on a year-for-year basis.

EXPERIENCE

Five years experience in accounting. CPA or CGFM preferred. Any combination of education and experience that would likely provide the required knowledge is qualifying.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Working knowledge of office practices and methods.

Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.

Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.

Ability to establish and maintain effective work relationships with staff, faculty, students, and the public.

Ability to communicate effectively orally, by phone, in person, and in writing.

Ability to represent the department and University in a friendly, courteous, and professional manner.

Ability to use a personal computer and other office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities include ability to distinguish the nature of objects by using the eye.

WORK ENVIRONMENT

Supervisors are responsible for maintaining an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed indoors in an office setting. The noise level is usually low to moderate. While performing the duties of this position, the employee may be required to travel.

SAFETY

Supervisors are responsible for the safety of their employees by creating and maintaining a safe work environment. New employees should be provided with safety instruction during the first 30 days of employment and receive, as applicable, annual refresher safety training. Supervisors should operate equipment safely and report any unsafe work conditions or practices to Management or Safety Coordinator. Supervisors should insure that employees work in a safe manner and submit injury/accident reports to the Office of Human Resources within 24 hours of notification.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

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Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.